

Swim Ireland Teacher/Coach Licencing Scheme

On the 1st December 2009 Swim Ireland launched its new Teacher/Coach Licencing Scheme. The aim of this scheme is to help Swim Ireland raise, maintain, and regulate standards of practice (for both voluntary and paid professionals) and to reward and recognise those working within the swimming industry for their achievement of qualifications.

The aim of this document is to outline the criteria and process of licence applications and to answer any questions around licencing 'the concept'. It is hoped that the Swim Ireland Teacher/Coach licence will in the future become the recognised standard for recognition of qualifications and experience within the Aquatics Industry i.e. clubs, facilities and private providers, covering the 32 counties of Ireland.

Summary of sections:

- Section A: A Licence – What is it?
- Section B: How do I gain a licence?
- Section C: Benefits to being a licence holder
- Section D: Important dates
- Section E: What are CPD and Electives?
- Section F: How do I renew my licence?
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Section A: A Licence – What is it?

A Swim Ireland Teacher/Coach licence is the *'authority/permit that allows a person to practice professionally in their selected field at the level of qualification that the licence stipulates.'*

Swim Ireland currently issue the Aquatics Industry 2 types of licence:

- a) Full Licence (Valid for 3 years)
- b) Probationary Licence (Valid for 1 year)

Each licence requires holders to maintain and up-date their knowledge through attendance at accredited Continuous Professional Development (CPD) Seminars and through ongoing professional development electives.

Section B - How do I gain a licence?

Full Licence:

A 'Teacher/Coach Full Licence' can currently be gained at a Level 1 – 3, based on the qualifications that you hold and over the following different aquatics disciplines – Teaching Aquatics, Coaching Swimming, Coaching Diving, Coaching Water Polo, Coaching Synchronised Swimming and Teacher of Disabilities.

Please see the table below for clarification on what qualifications applicants must hold to gain which level of licence.

Licence Type	Qualification
Level 1 Licence	ASA/SI Assistant Teachers Qualification (old system)
	ASA/SI Assistant Teacher of Disabilities Qualification
	SI Level 1 Teaching Aquatics
	SI Level 1 Coaching Swimming
	SI Level 1 Coaching Diving
	SI Level 1 Coaching Water Polo
	SI Level 1 Coaching Synchronised Swimming
Level 2 Licence	ASA/SI Full Teachers Qualification (old system)
	ASA/SI Full Teacher of Disabilities Qualification
	SI Level 2 Teaching Aquatics
	SI Level 2 Coaching Swimming
	SI Level 2 Coaching Diving
	SI Level 2 Coaching Water Polo
Level 3 Licence	SI Level 2 Coaching Synchronised Swimming
	ASA/SI Club Coach or Coach Qualification (old system)
	SI Level 3 Coaching Swimming Qualification (new system)

(New levels of licence can/may be introduced at a later stage)

Licences in Multiple Disciplines:

Teachers and Coaches may be licenced under multiple disciplines and at multiple levels and the licence card will reflect these qualifications. To become licenced under multiple disciplines the licence application must contain evidence of having practical teaching or coaching experience within the 12 months prior to the licence application within each discipline requested.

To apply for your Full Licence at any level, all applicants will be required to provide evidence of the following –

1. Membership of Swim Ireland (Club or Associate)
2. Completion in the last 5 years of the Irish Sports Council (ISC) or the Northern Ireland Sports Council (NISC) Child Protection in Sport Awareness Training.
3. Garda Vetting through Swim Ireland or Swim Ulster for Access NI (not applicable for under 18's)
4. Hold an ASA/SI Qualification or equivalent which must be at an ASA Level 1 or SI Level 1 standard or above.
5. Evidence of practical teaching and coaching within the 12 months prior to your licence application for all disciplines indicated on the application form.
6. Evidence of having attended Swim Ireland accredited CPD seminars to the amount of 6 CPD points within the 24 months prior to the licence application.
7. Passport Sized Photo

**** A Teacher/Coach Full Licence is valid for 3 years ****

Probationary Licence:

A 'Teacher/Coach Probationary Licence' is currently being issued to all Level 1 Teachers and Coaches on the completion of their course. This licence is issued alongside the candidate's certificate and letter of congratulations and acknowledges that they have obtained the following through their qualification:

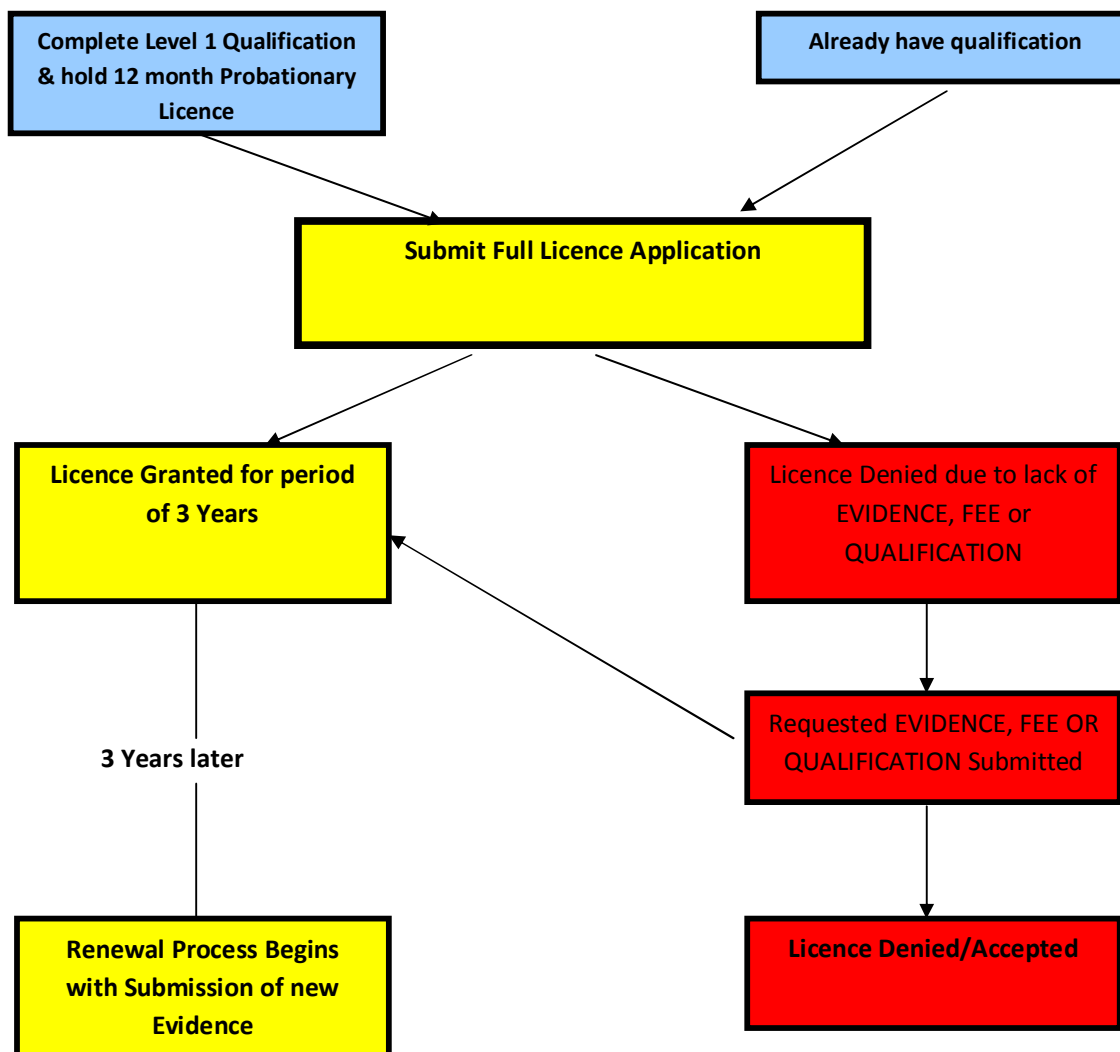
1. Hold an ASA/SI Qualification SI Level 1 standard
2. Completion of the Irish Sports Council (ISC) or the Northern Ireland Sports Council (NISC) Child Protection in Sport Awareness Training.

**** A Teacher/Coach Probationary Licence is valid for 1 year ****

On receiving their probationary licence Level 1 Teachers/Coaches will be required to complete the following to apply for their Full Licence:

3. Membership of Swim Ireland
4. Garda Vetting through Swim Ireland or Swim Ulster for Access NI (not applicable for under 18's)
5. Evidence of practical teaching and coaching within the 12 months prior to your licence application for all disciplines indicated on the application form.
6. Evidence of having attended Swim Ireland accredited CPD seminars to the amount of 6 CPD points within the 24 months prior to the licence application.

Licence Flow Chart



Section C – Benefits to being a licence holder

Benefits of the Swim Ireland Licencing Scheme for Teachers and Coaches:

- Promotes the achievements of Teachers/Coaches with regards to qualifications and training to clubs and facilities.
- If not already an Associate Member, access to membership, insurance and information about courses and CPD around the 32 counties.
- Helps to promote professionalise to future employers of the candidate.

Benefits of the Swim Ireland Licencing Scheme for the Aquatics Industry:

- Promotes the raising of standards within the Teaching and Coaching community.
- Promotes the achievements of Teachers/Coaches with regards to qualifications and training that may be taking place through a Swim Ireland Accredited Centre.
- Helps facility managers, employers and clubs select and target the most appropriately qualified Teachers/Coaches to work within their organisation.

Licencing Authority:

Swim Ireland is the Licencing Authority for the 32 counties of Ireland.

Section D – Important Dates

1st July 2011 licencing will be **MANDATORY** for all **ASSOCIATE MEMBERS***

What this means in practice!

1. To maintain your **ASSOCIATE MEMBERSHIP*** with the National Governing Body all current **ASSOCIATE MEMBERS** must apply for a licence prior to **1st July 2011**.
2. All Teachers/Coaches wishing to gain access to Associate Membership* after the **1st July 2011** will be required to apply for a licence as part of their associate membership application.

Teachers/Coaches that are members of Swim Ireland through a club can also apply for a licence however the Mandatory date of the 1st July 2011 does not apply (unless they also hold Associate Membership). As the National Governing Body for Swimming across the 32 counties Swim Ireland does recommend that all Teachers/Coaches operating in the industry apply for a licence irrespective of membership within the organisation i.e. Club membership or Associate Membership.

Cost for a Licence:

Current Swim Ireland Associate Member -	Free of charge
Current Swim Ireland Club Member -	Free of Charge
Non Swim Ireland Member -	€70/£61 (Included - Associate Membership and Licence)

Section G - Other Important Licence Information!

Exceptions to the Licence period: Exceptions to the licencing period can be offered for things such as illness, working overseas and major changes in personal circumstances however these exceptions will be at the discretion of Swim Ireland and must be put in writing to the Swim Ireland Education Manager.

Overseas Qualifications: If Teachers and Coaches apply for a licence based on international or other qualifications they must have first received recognition of equivalency from Swim Ireland. Information on how this can be achieved can be found on the Swim Ireland website at www.swimireland.ie under 'Education' and 'Awarding Body' or by contacting the Swim Ireland Education Team on 01-625 1158.

Up-dating of Licences Due to Changes in Qualifications: Teachers and Coaches will be eligible to up-date their licence if they achieve new qualifications during their licencing period. Teachers and Coaches will need to return their licence with evidence of having achieved their new qualification i.e. a copy of their certificate or certificate number. Their licence will be up-dated and re-issued at no cost however the licence period will not be extended beyond the initial 3 years.

Sanctions: Suspending or removing a licence is an option that is only available to the Licencing Authority, in this case Swim Ireland. Suspension will normally occur in situations where an issue has been raised of a serious nature, which requires further investigation.

Removing a licence may follow on from the initial suspension or will be activated when the holder of a licence fails to meet the requirements for 3 year licence renewal or their annual Associate Membership renewal. If a license holder does not meet the requirements for the renewal of their licence within the stipulated time frame then they will have their licence removed.

Once removed anyone wishing to reapply for a licence at a later stage may do so; however they will be required not only to achieve all mandatory criteria as outlined under the licence application but also the elective criteria as per the renewal process (applicable to the level of licence looking to be gained) and all evidence must be no older than 3 years from the date of application unless otherwise notified. In the case of a suspension or removal of a licence, this will occur once SI has exhausted all support methods for the licenced person (where we are able, however this will depend on the nature of the concerns or issues raised).

Teachers/Coaches Under 18: Teachers/Coaches under the age of 18 applying for their licence will not be required to undergo Garda Vetting or Access NI checks. However they will be required to submit evidence of having done so once they have turned 18 to maintain their licenced status.

Teachers/Coaches under the age of 18 in the ROI are eligible to attend the ISC/Sport NI Child Protection Training Course when run through Swim Ireland. They will receive a certificate of attendance as evidence. If there are any issues in this area please contact the Swim Ireland Education Manager direct on 01 625 1101 or edmanager@swimireland.ie

Swim Ireland Teacher/Coach Licence Application Form

All Teachers/Coaches submitting an application for a licence are required to provide evidence of the achievement of all mandatory licence requirements listed below or provide the requested qualifications information as indicated, at the time of application. Licence applications will not be accepted if the appropriate supporting documents are not submitted.

Name:			
Address:			
Tel			
E-mail:			
SI Associate Membership No.:		SI Club Membership No.:	

Please fill in the appropriate level of licence and discipline

Level of Licence:		Discipline:	
Level of Licence:		Discipline:	
Level of Licence:		Discipline:	

Licence Requirements

Please mark the boxes (with a Tick) next to the mandatory licence requirements to indicate that the relevant supporting documents or information have been enclosed with the application.

1. Have completed in the last 5 years with Swim Ireland (ISC/SCNI); Child Protection in Sport Awareness Training. Date: _____ Location: _____ Cert. No (ROI): _____
(Please provide a copy of the certificate if applying from Northern Ireland)

2. Been Vetted through Swim Ireland either through Garda Vetting or Access NI.
(Please provide a copy of the certificate if applying from Northern Ireland)

3. Hold an **ASA/SI Qualification** which must be at an ASA Level 1 or SI Level 1 standard or above.
 Qualification: _____ Date: _____ Cert. No: _____
 Qualification: _____ Date: _____ Cert. No: _____
 Qualification: _____ Date: _____ Cert. No: _____
(If applying with an overseas or equivalent qualification please provide a copy of the Swim Ireland equivalency letter.)

4. Evidence of having practical teaching or coaching experience within the 12 months prior to the licence application.
(Please provide letter of evidence from employer, club, head coach, swim coordinator etc...)

5. Evidence of having attended Swim Ireland accredited CPD seminars to the amount of 6 CPD points within the 24 months prior to the licence application.
 Name of Seminar: _____ Location: _____ Date: _____ CPD Points: _____
 Name of Seminar: _____ Location: _____ Date: _____ CPD Points: _____

6. Passport Sized Photo

**** If not currently a Swim Ireland Associate or Club Member please submit the following documents along with your licence application –**

- 1. Associate Member Application form**
- 2. A signed copy of the Swim Ireland Teachers/Coaches Code of Conduct**
- 3. Completed Garda Vetting /Access NI forms and ID form**
- 4. €70/£61 fee**

Above forms can be found at www.swimireland.ie under **How to Join**

Declaration

The signature is confirmation that I have read the licencing documentation and that all evidence included with this application is my own. I understand that to provide any evidence that is not my own or to omit any relevant evidence from my application may result in Swim Ireland not processing my application.

In signing this declaration I am also acknowledging receipt of and agree to abide by the Swim Ireland Teachers/Coaches Code of Conduct (contained within the Licencing documentation.) I also acknowledge that Swim Ireland may take disciplinary action against me if I breach the Code of Conduct and that this may include suspension or removal of my Teacher/Coach licence.

Signature _____ Date __/__/__

Signature of Parent/Guardian if under 18 _____ Date __/__/__

Please return your application to:

**Education Manager
Swim Ireland,
Sport HQ,
13 Joyce Way,
Park West,
Dublin 12**

Appendix 1 – Licence Renewal Criteria Level 1

Core Licence Requirements (only)

1.	Maintain Swim Ireland Membership for the 3 consecutive years between renewal periods.
2.	Have completed a Licence Renewal Application Form.
3.	Have completed in the last 3 years with Swim Ireland (ISC/SCNI); Child Protection in Sport Awareness Training. <i>(Please provide a copy of the certificate)</i>
4.	Evidence of having practical teaching or coaching experience of at least 15 hours minimum per year. <i>(Please provide letter of evidence from employer, club, head coach, swim coordinator etc...)</i>
5.	Have compiled at least 12 CPD points over the 3 years of the licence.

Appendix 2 – Licence Renewal Criteria Level 2

Core Licence Requirements

1.	Maintain Swim Ireland Membership for the 3 consecutive years between renewal periods.
2.	Have completed a Licence Renewal Application Form.
3.	Have completed in the last 3 years with Swim Ireland (ISC/SCNI); Child Protection in Sport Awareness Training. <i>(Please provide a copy of the certificate)</i>
4.	Evidence of having practical teaching or coaching experience of at least 30 hours minimum per year. <i>(Please provide letter of evidence from employer, club, head coach, swim coordinator etc...)</i>
5.	Have compiled at least 15 CPD points over the 3 years of the licence.

And have evidence of achieving at least **5** of the following personal development elective criteria (over the licence 3 year period): **(This list will be up-dated and extended as more opportunities for professional development become available.)**

6.	Evidence of having mentored at least one Level 1 qualified Teacher or Coach within their home environment for their future professional development. (All Disciplines) <i>(Please provide letter of evidence from employer, club, head coach, swim coordinator on how this has been conducted and outline what you have been working specifically with the level 1 on – as their mentor)</i>
7.	Evidence of having been mentored by a colleague or professional within your teaching or coaching environment. (All Disciplines) <i>(Please provide letter of evidence from employer, club, head coach, swim coordinator on how this has been conducted and outline what they have been working specifically with you on – as your mentor.)</i>
8.	Evidence of working within a Swimming Coordinator role within an Aquatics Programme (Facility or club) for a period of time longer than 12 months over the previous 3 years. (All Disciplines)
9.	Having attended the Swim Ireland National Aquatics Conference.
10.	Have achieved at least one additional relevant and recognised qualification (like First Aid, CPR, Lifeguard, other ASA/SI qualifications such as Aqua Fit, Adult and Child and Disabilities.)
11.	Documented evidence of coaching athletes that have performed at a Division 2 level. (Swimming)
12.	Evidence of attendance at 3 or more Regional Training Camps (All regions – All Disciplines)
13.	Being involved as a sitting member of a Swim Ireland National or Regional Committee (All Disciplines)
14.	Attendance as a coach at a minimum of 2 Water Polo Academy Programmes. (Water Polo)
15.	Operate as a Swim Ireland tutor – At least 3 x Level 1 or 2 x Level 2 Courses (All Disciplines)
16.	Attendance at a minimum of 2 Swim Ireland Masters Clinics (Masters)
17.	Attendance at a minimum of 6 Masters Competition sessions, operating in a coach capacity. (Masters) <i>(Eligible competitions as indicated by the Swim Ireland Masters Committee – Written evidence/sign off to be provided by the Competition Referee or Organiser on the day)</i>
18.	Operate within a Swim Ireland registered club as the Head Coach to a team participating in a National Irish Cup. <i>(Relevant to both Male/Female and the following age groups: U14, U16, U19, ISC)</i> (Water Polo)
19.	Attendance as an Assistant Coach of a minimum 6 National Team - Water Polo Training Sessions (Water Polo) <i>(National Squads include: Junior Boys, Junior Girls, Senior Men, Senior Women)</i>
20.	Attendance as an Assistant Coach of a minimum 6 National Squad Training Sessions per year. (Diving)

Appendix 3 – Licence Renewal Criteria Level 3

Core Licence Requirements

1.	Maintain Swim Ireland Membership for the 3 consecutive years between renewal periods.
2.	Have completed a Licence Renewal Application Form.
3.	Have completed in the last 3 years with Swim Ireland (ISC/SCNI); Child Protection in Sport Awareness Training. <i>(Please provide a copy of the certificate)</i>
4.	Evidence of having practical teaching or coaching experience of at least 30 hours minimum per year. <i>(Please provide letter of evidence from employer, club, head coach, swim coordinator etc...)</i>
5.	Have compiled at least 18 CPD points over the 3 years of the licence.

And have evidence of achieving at least **7** of the following personal development elective criteria (over the licence 3 year period): **(This list will be up-dated and extended as more opportunities for professional development become available.)**

6.	Evidence of having mentored at least one Level 1 or level 2 qualified Teacher or Coach within their home environment for their future professional development. (All Disciplines) <i>(Please provide letter of evidence from employer, club, head coach, swim coordinator on how this has been conducted and outline what you have been working specifically with the level 1 on – as their mentor)</i>
7.	Evidence of having been mentored by a colleague or professional within your teaching or coaching environment. (All Disciplines) <i>(Please provide letter of evidence from employer, club, head coach, swim coordinator on how this has been conducted and outline what they have been working specifically with you on – as your mentor.)</i>
8.	Evidence of working within a Swimming Coordinator role within an Aquatics Programme (Facility or club) for a period of time longer then 12 months over the previous 3 years. (All Disciplines)
9.	Evidence of working within a Swimming Club as the Head Coach for a period of time longer then 12 months of the previous 3 years (All Disciplines)
10.	Having attended the Swim Ireland National Aquatics Conference.
11.	Have achieved at least one additional relevant and recognised qualification (like First Aid, CPR, Lifeguard, other ASA/SI qualifications such as Aqua Fit, Adult and Child and Disabilities.)
12.	Documented evidence of coaching athletes that have performed at a National Age Group Level or above.
13.	Show evidence of submitting 2 papers (1,000 words total each) on any area of their chosen discipline.
14.	Development and implementation of Regional Squads. (Possible Lead Coach)
15.	Evidence of being selected as a coach for the ISC/Institute Coach Support Programme. (All Disciplines)
16.	Evidence of being selected as a coach for a National Squad or Team (All Disciplines)
17.	Attendance of a minimum 6 High Performance Camps over a 3 year period. (Swimming)
18.	Operate as a Swim Ireland tutor delivering at least 3 x Level 1 or 2 x Level 2 Courses (All Disciplines)
19.	Attendance at a minimum of 3 Swim Ireland Masters Clinics (Masters)
20.	Attendance at a minimum of 10 Masters Competition sessions, operating in a coach capacity. (Masters) <i>(Eligible competitions as indicated by the Swim Ireland Masters Committee – Written evidence/sign off to be provided by the Competition Referee or Organiser on the day)</i>